

**VISA EXECUTIVE WORKING GROUP (EWG)  
MEETING MINUTES, 25 OCTOBER 2002**

1. NOTICE: The Executive Working Group (EWG) was organized by the National Defense Transportation Association (NDTA) Sealift Committee in March 1995, and consists primarily of representatives from the Department of Defense (DOD), the Department of Transportation (DOT) and the transportation industry. Industry representatives on the EWG are selected by Mr. James Henry, Chairman of the NDTA Sealift Committee (telephone (301) 423-3335). The purpose of the EWG is to study transportation issues of interest to government and industry and report the status of these issues to the NDTA membership. The EWG is a forum for the exchange of information. DOD officials participating in the EWG may not transfer any authority or responsibility for government decisions to industry or to the industry members of the EWG. By making the minutes of EWG meetings available electronically, DOD, DOT, and the NDTA promote other forums for the exchange of information. DOD invites interested parties to comment on issues considered at EWG meetings, to provide additional information, or to request further information. The DOD point of contact is MAJ Todd Robbins, who can be contacted by e-mail; [todd.robbins@hq.transcom.mil](mailto:todd.robbins@hq.transcom.mil), telephone (618) 229-1529, fax (618) 256-6877, or by mail: USTRANSCOM, ATTN: TCJ5-AS (MAJ Robbins), 508 Scott Drive, Scott Air Force Base, Illinois, 62225-5357. Interested parties also may contact the NDTA through Mr. James Henry [telephone (301) 423-3335], the DOT through Mr. James Caponiti [telephone (202) 366-5400], or any industry member of the EWG. Industry members of the EWG are (in alphabetical order):

<u>Name</u>	<u>Organization</u>	<u>Telephone</u>
Mr. James Bambrick	American Roll-on Roll-off Carriers	(201) 571-0480
Mr. Lawrence Cosgriff	APL	(202) 496-2484
Mr. Edward Fortunato	Crowley Maritime Corp.	(703) 684-3132
Mr. Michael Garvin	Matson Navigation Company	(415) 957-4200
Mr. Kenneth Gaulden	Maersk – SeaLand	(703) 351-9200
Mr. Ans Kristbergs	Farrell Lines, Inc.	(201) 896-8979
Mr. J. Robert Leyh	Central Gulf Lines and Waterman Steamship	(202) 659-3804
Mr. Augie Tellez	Seafarers International Union	(301) 899-0675
Mr. James Wachtel	Lykes Lines Limited	(813) 276-4698

2. The agenda is at Attachment 1.
3. The list of EWG attendees is at Attachment 2.
4. The updated list of tasks from the EWG is shown at Attachment 3.
5. MEETING SUMMARY.

a. Opening Remarks.

(1) Mr. McMillin (USTRANSCOM J5-V) welcomed the meeting participants and provided an overview of the events. He introduced LtGen Hughey, the new Deputy Commander at United States Transportation Command. LtGen Hughey delivered the opening remarks to all attendees. He greeted everyone and expressed great interest in obtaining a better understanding of the VISA process.

b. Follow-on Improvement Team (FIT) Update.

- (1) MAJ Todd Robbins (USTRANSCOM) briefed on the progress of the improvement team's efforts focusing on the Web-based portal. Stanley Associates has continued development of the web-based portal. The capability to share VISA information from one source was welcomed by all members. A reminder to capture all the business rules was expressed. A capability to pull data directly from agreeing carriers' databases was also identified. Regional Training will also be conducted. The first of these events is in the Oct 03 timeframe.

(a) FIT Objectives

- Streamline Enrollment Process
- Establish Web-Based Data Portal
- Develop Industry Awareness Education Program
- Exercise Contract Portion of the VISA Concept

(b) Web-Based Data Portal Objectives

- Web-based data portal to capture ship and service data currently captured on Attachment 1 and Care Data Base
- Design to allow Carriers to keep their data current
- Provides a more accurate tool for planners and execution
- Use as a tool to monitor progress of enrollment
- Desired End State: Produce an enabler for planners, operators, and contract preparation

(c) Web-Based Portal Status

- Prototype Web-based Sealift Database – Sept 02, Tested web access of current Sealift database
- Fielded Sealift Database Internet Portal – Mar 03, Government access of the Sealift Database via the Internet
- Prototype Sealift Database Internet Portal (Phase I) – Aug 03, VISA member access of program information
- Fielded VISA Internet Portal (Phase I) – Dec 03, Visibility of VISA enrollment process with document tracing

c. USC-04 Solicitation Update.

- (1) Mr. Craig Robinson (MTMC) briefed on the USC-04 IPT. He noted that there were no major issues or concerns. It was noted that the contracting process has greatly improved each year. Everyone agreed that there have been improvements.

(a) Solicitation Issued on 23 August 2002

(b) Pre-proposal Conference conducted on 17 September 2002

(c) Proposals due on 8 October 2002

(d) Initial technical and price evaluations in progress

- Issues
  - Option Year Justification
  - Intransit Visibility. The carriers had concerns on meeting the demand for report of delivery. MTMC reemphasized their need for this requirement and restated their concern about remote locations with poor infrastructure reporting on cargo events.

d. Joint Planning Advisory Group (JPAG).

Mr. McMillin addressed the JPAG purpose and process. He stated that there are two types of JPAG meetings; one an exercise focused event and the other an operational event. Both processes are very similar with the primary difference being real world classified data and planning data.

e. MSP/Mariner Update.

- (1) Mr. Taylor Jones (MARAD) briefed on the status of MSP and provided an update on the Mariner study.

(a) There are no legislative proposals on MSP at this time. General Handy's testimony was well received by the House Committee.

(b) Work on Mariner status analysis continues.

- (2) Mr. Augie Tellez (SIU) stated that labor was doing some planning also. They are addressing obstacles so they are prepared for any contingencies. RDML Ames asked who granted STCW waivers. The Coast Guard was identified as the grantor of waivers. Mr. Jones stated that MARAD was working hard on meeting the certification requirements with the mariners.

f. Security Clearance Information/Update.

- (1) Mr. Owen Doherty (MARAD) provided an update on security clearances. If a member's clearance is within a year of expiration they should begin the update process to ensure that there is not a lapse in their clearance. Contact Mr. Doherty if you have additional questions. Advise Owen of changes/problems at:

Phone: (618) 229-1450); fax (618)-256-6877  
Email: owen.doherty@hq.transcom.mil

- (2) An effort is underway to modify the process to allow for carriers to get a type of interim clearance. MARAD and USTRANSCOM will continue to work this issue.

g. Issues.

The carriers expressed concern on small business carriers getting priority over VISA members. Mr. Jim Fisher (MSC) explained that if two or more small businesses are available for the contract, then by law, the work must be awarded to a small business. This issue was designated as a tasker.

h. Review the Taskers. See Attachment 3.

i. Review/Amend EWG Schedule.

- (1) Current schedule shows the following dates:  
(2) EWG meeting on 14 Nov 02 (Tentative VTC)

14 Nov 02 (Tentative VTC)	17 Jul 03 (Tentative VTC)
<b>12 Dec 02</b>	<b>21 Aug 03</b>
16 Jan 03 (Tentative VTC)	18 Sep 03 (Tentative VTC)
<b>20 Feb 03</b>	<b>16 Oct 03</b>
20 Mar 03 (Tentative VTC)	20 Nov 03 (Tentative VTC)
<b>17 Apr 03</b>	<b>11 Dec 03</b>
15 May 03 (Tentative VTC)	
<b>19 Jun 03</b>	

j. Friction Points/Issues.

None

k. Rate the EWG Meeting. Ratings: 8.89 8.9 8.5 8.9

l. Closing Remarks.

LtGen Hughey thanked everyone for attending the meeting.

6. Point of contact for updates or corrections to these minutes is MAJ Todd Robbins at (618) 229-1529, fax (618) 256-6877, e-mail: todd.robbins@hq.transcom.mil

Attachments:

1. EWG Agenda
2. EWG Attendees
3. Tasker list from EWG

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25 OCTOBER 2002**

**AGENDA**

<b><u>TIME</u></b>	<b><u>TOPIC</u></b>	<b><u>POC</u></b>
<b>0745 – 0820</b>	<b>Arrive Meeting Room</b> Continental Breakfast available	<b>All</b>
<b>0830</b>	<b>Opening Remarks and Introductions</b>	
<b>0900</b>	<b>VISA EWG Begins</b> - Opening Remarks	<b>DCINC</b>
	<b>Follow-on Improvement Team (FIT) Update</b>	<b>TCJ5-AS</b>
	<b>Contract Time Line Update</b>	<b>TCJ5-AS</b>
	<b>USCO4 Update</b>	<b>MTMC</b>
	<b>Joint Planning Advisory Group (JPAG)</b>	<b>Mr. McMillin</b>
	<b>Security Clearance Information Update</b>	<b>MARAD</b>
	<b>Maritime Security Program (MSP)</b>	<b>MARAD</b>
	<b>Industry Issues</b>	
<b>0950</b>	<b>Wrap-up</b> - Review/Amend EWG Schedule - Review EWG Taskers - Friction Points - Rate the Meeting	<b>Mr. McMillin</b>
<b>0955</b>	<b>Closing Remarks</b>	<b>DCINC</b>
<b>1000</b>	<b>Meeting Adjourns</b>	

**ATTENDEES FOR 25 OCTOBER 2002 EWG MEETING**

LtGen Gary Hughey	DCINC
Mr. Taylor Jones	MARAD
Mr. Owen Doherty	MARAD
Mr. John Henry	MSC
Mr. James Fischer (Jim)	MSC
Mr. William Lucas (Bill)	MTMC
Mr. Craig Robertson	MTMC
Mr. Mike Andert (Mike)	DCAA
Ms. Elizabeth Moore (Liz)	DCAA
Mr. Adam Yearwood	AUSD-TP
Mr. Kenneth Gaulden (Ken)	Maersk Line Ltd.
Mr. David DeBoer (Dave)	American President Lines, Ltd.
Mr. James Bambrick (Jim)	American Roll-On Roll-Off Carrier, LLC
Mr. Edward Fortunato (Ed)	Crowley Maritime Corp.
Mr. C. Bradley Mulholland (Brad)	Matson Navigation Company
Mr. Michael Garvin (Mike)	Matson Navigation Company
Mr. Ans Kristbergs	Farrell Lines / P&O Nedlloyd
Mr. James Wachtel (Jim)	Lykes Lines Limited, LLC
Mr. Augie Tellez	Seafarers International Union
RDML Christopher Ames (Chris)	USTRANSCOM J5
Mr. Dan McMillin (Dan)	USTRANSCOM J5-V
Mr. Lary Mohl	USTRANSCOM JA
MAJ Todd Robbins	USTRANSCOM J5-AS
Mr. Kenneth Mills (Ken)	USTRANSCOM J5-AS
Mr. John Boysa	Stanley Associates

## **TASKERS FROM 25 OCTOBER 2002 EWG**

### **TASK**

### **ECD**

1. Small Business Awards to non-VISA carriers

Lead: TCJ3/4-LQ

2. Security Clearance Reviews and Assistance

Lead: Owen Doherty (MARAD)